

FLOODS

PROCEDURE: NON EMERGENCY

- All calls to report any type of water problem that needs to be repaired or shut off should be referred to Clinical Center Maintenance Unit (CCMU), 301-496-5862.
- All calls for removal of water after the source has been secured should be referred to Housekeeping, 301-496-2417.
- If the spill substance is unknown, call the Fire Department on 301-496-2372 to report the spill.

PROCEDURE: EMERGENCY

- If someone calls to report a major flood (more than 2 rooms) write down the location and type of flood; tell the caller to call the CCMU, 301-496-5862.
- If the caller knows the flood is caused by a broken sprinkler system, call the Fire Department on 301-496-2372 to report the flood.
- Call the CCMU, 301-496-5862 and request to talk to a supervisor to report the call you received.
- If a CCMU supervisor is not in the office ask which one of the supervisors listed below is on duty and page this supervisor. All pagers are voice.
(Dial 104 after beep enter pager # after double beep begin talking)
Frank Kelly 104-0783
Harry Cepura 104-0500
Calvin Grant 104-7417
Bill Burt 104-0287
- Call Housekeeping, 301-496-2417, and request to talk to a supervisor to report the call you received.
- Page Chief, and Deputy Chief, (OFM).
- If no response, overhead page Chief and Deputy Chief, OFM.
- Make sure sufficient staff is in the office to cover the phones and help until emergency is over.

DOCUMENT RECORD OF EMERGENCY RESPONSE

All cases that involve an emergency should be recorded in the designated log. Entries should include the time, the person who reported the emergency and necessary actions that were taken to resolve the problem.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director